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OTR DRAFT

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TRAINING
1 November 1956

LANGUAGE TRAINING

DEVELOPMENT OF FOREIGN LANGUAGE PROFICIENCY

SYNOPSIS: This regulation prescribes policies, responsibilities ~~and procedures~~ for the development of (1) foreign language proficiency of staff personnel ~~who do not meet the requirements of their duty assignments and~~ ~~exceeds their capacity to serve the Agency~~, and Prescribes policies, responsibilities and procedures for the development of (2) a reserve of staff personnel proficient in foreign languages which are unusual, difficult or in short supply to meet probable and possible future needs of the Agency.

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1. POLICY

- a. Current and future language requirements of the Agency will be determined and will constitute the basis for attainment and maintenance of
language proficiency by appropriate staff personnel.
A reserve of staff personnel proficient in foreign languages which are
unusual, difficult or in short supply will be established to meet proba-
ble and possible needs of the Agency.
- b. Staff personnel will be encouraged to cooperate with their supervisors
and Career Management Officers in their personal development of lan-
guage competence. This will require considerable allocation of other-
wise free time to language study. Moreover, it will require maximum
exploitation of overseas assignment toward this end.

For the
separate
Regulation
or section
on Reserve
Specialist
Program.

For the
encourage-
ment of
individuals

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upon recommendation of command supervisors and acceptance

c Foreign language training will be provided to staff personnel ~~accepted~~ for enrollment by the Director of Training on Agency time, at Agency expense for any or all of the following purposes:

- (1) To meet established foreign language qualifications of their current or prospective duty assignments. -
- (2) To bring the levels of the foreign language proficiency they possess to higher levels of proficiency.
- (3) To acquire proficiency in foreign languages which are unusual, difficult or in short supply, designated as being of probable or possible future significance to the Agency.

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- (4) To increase professional competence as an intelligence officer,
whose career plan provides rotation in assignment
~~and to provide flexibility in the assignment of the individual~~ to
Agency duties which require, or could be better performed by,
personnel possessing foreign language proficiency.

2. RESPONSIBILITIES

a. Deputy Directors

~~Operating officials~~ will:

- (1) Determine current and projected requirements for language competence
~~Establish, in collaboration with the Director of Personnel, the~~
for the full discharge of their responsibilities.
~~foreign language qualifications for each staff position under their~~
~~jurisdiction, in terms of type and level of proficiency.~~
- (2) Take all necessary steps, including implementing procedures and
~~in collaboration with the head of the Career Service concerned,~~
controls, to assure the continuing attainment and maintenance of
~~ensure that staff personnel, under their jurisdiction, acquire and~~
language proficiency by staff personnel under their jurisdiction.
~~maintain proficiency established for the positions to which they~~
~~are assigned or reassigned.~~

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- (3) ~~Advise and assist the Director of Training in the development of a table of Career Staff personnel proficient in foreign languages which are difficult to obtain or in short supply.~~

- (a) Establish specific requirements for foreign languages which should be treated under the Reserve ~~MAN~~ Language Specialist ~~1st AGO~~ ³MAN.
- (b) Nominate for the Reserve ~~MAN~~ Language Specialist ~~MAN~~ ³MAN, individuals who have demonstrated language and functional potential.

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b. The Director of Training will:

- (1) Provide for the training of staff personnel in foreign languages in accordance with the policies and objectives of this regulation, and, the authority and responsibilities delegated to him in Regulations ~~MAN~~
- (2) Develop, direct, and conduct foreign language aptitude and proficiency tests.
- (3) Establish standards to be met by staff personnel for training in a foreign language.
- (4) Certify, to Operating Officials, Heads of Career Services and the Director of Personnel, on the basis of foreign language aptitude and proficiency test results, as to:

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- (a) The probable capability of individuals proposed for language training to achieve designated levels of proficiency in a given foreign language.
- (b) The level of proficiency an individual possesses in a given foreign language.
- (5) Plan and administer a Language Specialists Program with a view to ^{appropriate} developing, over a period of years, a small number of ~~Career Staff~~ *specialists who are members of the Career Staff* ~~personnel~~ with exceptional fluency and language versatility in ~~few~~ languages that are especially difficult, unusual, or in short supply. in response to long-range require-

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Towards this objective, he will/ ~~will advise and assistance of~~ ments of DD/P and other appropriate operating officials:
~~appropriate operating officials.~~

- (a) Designate, annually, languages to be included in the program, the projected operational needs of taking into consideration/ the basic objectives of the program the Agency, and the opportunities for training.

- (b) Plan, schedule and monitor the participation of designated ~~Establish standards and procedures for selection of personnel~~ staff employees in the program.
~~for the program.~~

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(c) Forward with appropriate recommendation,

~~Recommend~~ to the Career Council, ~~for the purpose of~~ nominations of the Deputy Directors of qualified staff
personnel from whom the Career Council will select six or
more to receive intensive training in such languages.

- (6) Publish information pertaining to procedures / standards, training
courses, testing schedules, quotas and other material pertaining
to foreign language training of Agency personnel.

c. The Director of Personnel will:

- (1) Record foreign language qualification requirements for staff posi-
tions. (Added by Office of Personnel to 1 June draft)
- (2) Establish and maintain a Foreign Language Register which will
record the language proficiencies of all staff personnel.
- (3) Monitor the utilization of foreign language ^{personnel proficient in} ~~proficient~~ personnel
throughout the Agency .

3. PROCEDURES

- a. ~~For Developing Foreign Language Proficiency to Meet Current Agency~~
~~Requirements.~~

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Specialists Reserve

- b For Developing a Reserve of Foreign Language Proficient Personnel to Meet Future Agency Needs Under the Language Specialists Program

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- (1) Annually the Deputy Directors will advise the Director of Training, through established planning channels, of those foreign languages designated as unusual, neglected or in short supply in terms of the probable or possible future needs of the Agency, for which training opportunities should be developed. The functional specializations in which the languages will be needed will also be specified.
- (2) Annually notify appropriate career
- (X) ~~Annually~~ the Director of Training will/ annually/notify/foreign management, training, and Publications Control officers of foreign languages designated as unusual, neglected or in short supply in terms of the probable or possible future needs of the Agency for
He will specify the related
which training opportunities are offered. He will/notify/applicants/functional specializations required by candidates and will invite
non/and/invitation/of/candidates/throughout/the/Agency/every
application and nomination of candidates from throughout the Agency
the/active/for/intensive/training/in/designated/foreign/language
every 12 months for intensive training in these designated foreign
programs.
languages.

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- (3) Career Staff personnel desiring to become candidates for intensive
(2) foreign language training under this program may apply for such
and established Career Manage-
training, through their supervisors/ ~~to the Director of Training.~~
ment channels.

~~In addition, Deputy Directors for personnel/ Career Staff/ personnel~~
~~for training under this program.~~

- (4) Candidates for such training will be recommended and selected on
(2) the basis of exceptional qualifications for development of advanced
foreign language proficiency without necessary reference to the
requirement of their current duty assignments and with a view to

Functional

duty, as needed, anywhere within the Agency. / ~~Qualifications will~~
by appropriate Career Service Panels; language qualifications will be
be determined/ ~~and~~ certified by the Office of Training Qualifications
Review Panels.

- (5) Qualifications for such training will include superior language
(4) aptitude, outstanding interest and motivation to acquire foreign
language proficiency, and above-average professional aptitudes

in Agency functional specializations

or competence and performance/ ~~within the Agency.~~
which require the specified language competence.

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- (6) Final selections of candidates will be made by the CIA Career
(8)

nominations of Deputy Directors and recommendations

Council on the basis of ~~recommendations~~ /by the Director of
Training

c. For Establishing the Foreign Language Register:

- (1) Foreign language questionnaires will be provided to all staff personnel of the Agency by the Director of Personnel as soon as practicable after the date of publication of this regulation.
- (2) Those personnel claiming foreign language proficiency whose proficiency has not been evaluated will be designated for proficiency testing by the Operating Officials concerned in accordance with schedules set by the Director of Training.
- (3) The Director of Training will furnish the Director of Personnel with the results of foreign language proficiency tests for inclusion in official records, and the individual's personnel folder.

d. For Establishing Language Aptitude.

- (1) Prior to enrollment in language study or development of career plans envisaging the same, supervisory personnel will schedule the employee for language aptitude testing by OTR in accordance with established scheduling procedures. The results of such tests

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will be included in the training records maintained by the OTR Registrar and such other training, career management, and personnel records as the separate offices may designate.

- (2) Language aptitude testing will be included as an integral part of the prescribed EOD testing for professional personnel and will be incorporated into appropriate personnel and training records.

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